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4 March 1955

MEMORANDUM FOR: Director of Logistics  
FROM : Chief, Technical Review and Policy Staff  
SUBJECT : Weekly Activity Report

1. General

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b. Conferences with Representatives, EE Division - (completed item)

During the past week conferences have been conducted with the Chief, Administration, [REDACTED] to discuss the various logistics problems which exist throughout the [REDACTED] at the present time. Each Staff and Division within this Office will follow-up on all items discussed to insure appropriate action.

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2. Projects and Studies in Process

a. Financial Accounting - (continued item)

As a result of a conference conducted this week with representatives of this Office, Office of the Comptroller, and DD/P components, it was agreed that the service test for manual financial accounting scheduled to begin in [REDACTED] during March would be postponed. The reason for this postponement is that a complete reorganization of the [REDACTED] Mission is anticipated in the near future. It is anticipated that this service test will be conducted in [REDACTED] as soon as possible.

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b. Problems with Respect to the Reproduction Shop [REDACTED] (continued)

Requirements submitted by various Agency components have been reviewed with the Chief, Printing and Reproduction Division and a member of the Planning Staff. This information is being used as a basis for determining the quantity of supplies and other material to stock at [REDACTED] for emergency purposes. Other matters with respect to the enlargement of the space required for this facility, the equipment, the personnel required, are still receiving consideration.

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3. Items of Interest

a. Agency Regulations - (continued item)

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(1) [REDACTED] - Informal agreement has been reached with the Staff of the Support Assistant to the Comptroller regarding the draft of proposed regulation [REDACTED] pertaining to field printing and reproduction. There is some disagreement as to the content of this proposed regulation and a meeting is to be held in the near future for the purpose of arriving at an agreement before the regulation is submitted for formal coordination.

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(2) Proposed Agency Notices for Implementing Provisions of [REDACTED] Covering memorandum transmitting drafts of notices entitled "Coordination of Graphic Arts Research" and "Procedures for Ordering Printing Equipment" has been signed by the Director of Logistics and forwarded to the Regulations Control Staff.

b. Publications Survey - (continued item)

A reply to a letter sent to the [REDACTED] has been received. The [REDACTED] indicates that they are not ready at the present time to make any commitments regarding their composing and photographing machines which had been considered for use in preparing NIS Gazetteers. This development changes somewhat the plans for improving the format of the Gazetteers. Study is now being made of the possibility of improving the format by rearrangement of the pages utilizing the present IBM method of composing.

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